

SECRET


22 August 1957

MEMORANDUM FOR: Chiefs of Support, DD/P Senior Staffs and  
Area Divisions

SUBJECT: Theory and Preparation of Administrative Plans.

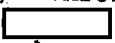
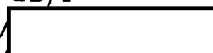
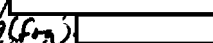
1. Attached is a memorandum and checklists regarding the Theory and Preparation of Administrative Plans which was prepared by the retiring Chief of CM/Plans.
2. This memorandum is a thorough and meaningful presentation of the subject, and is being transmitted for your information and guidance.
3. The views expressed in the memorandum and the format of the attached checklists are not intended as a statement of policy, and are not to be considered binding in any sense of the word.

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Special Support Assistant  
to the  
Deputy Director (Support)

Attachments

Distribution:

- 1 - Each Addressee
- 1 - SSA-DD/S chron
- 1 - SSA(A)  subj ✓
- 1 - SSA (Comp)
- 1 - C/CM
- 1 - DD/S
- 1 - TAS
- 1 - EO-DD/P
- 1 - PP 
- 1 - FI 

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